



TYLER INDEPENDENT SCHOOL DISTRICT
REQUEST FOR DISTRIBUTION OF NON-SCHOOL MATERIALS

1. As a convenience to our students, families, employees, and patrons, the District allows third party organizations that (i) provide services to children or (ii) special services or discounts to our employees to submit flyers for distribution to campuses. No non-school flyer or other informational material may be distributed without prior written approval. Tyler ISD will approve no materials for distribution that offer activities, goods, or services related to alcohol, drugs, firearms or weapons, illegal materials or activities, activities advocating violence or lawlessness, dangerous activities, or activities not otherwise suitable for school-aged children. Tyler ISD reserves the right to reject any request for distribution that does not comply with its procedures.
2. Tyler ISD will not approve non-school materials for distribution the first week of each school semester or the last week of each semester.
3. All non-school materials must prominently display the following disclaimer: **“This non-school activity/publication is not sponsored or endorsed by the Tyler Independent School District.”** The text of the disclaimer must appear in underlined, bold-faced type of at least 12-point font placed at the top center of each document to be distributed.
4. The materials may be no larger than a standard 8 1/2 X 11 page and may not exceed two single pages (text may appear front and back of each page). Multi-page materials must be stapled. Tyler ISD will not collate or staple materials.
5. Persons or organizations wishing to distribute a non-school flyer or publication to District campuses must submit this completed form with an attached exact replica of the flyer or other document for which approval is sought. A separate form is needed for each separate flyer/publication. Incomplete or nonconforming requests will be returned, unprocessed. Submit requests to:
Dawn Parnell, Director of Communications/Public Relations
1319 Earl Campbell Parkway Tyler, TX 75701
Fax: 903-262-1174 or email dawn.parnell@tylerisd.org
Check approval status please call Telephone: 903-952-4181
6. Decisions on requests for distribution normally will be made within 10 business days. The District makes every effort to respond to requests promptly. Tyler ISD will communicate its decision on the request via the provided contact information. A **copy** of the **approved** Request for Distribution of Non-School Materials form and the flyer/document will be sent to the campuses via email.
7. The approved materials must be bundled into stacks of 25. A requestor may deliver approved materials directly to each campus where distribution is desired. A requestor must place bundles for a campus in a box no larger than required to snugly hold the materials that are clearly labeled with the school name. Address lists and enrollment for all campuses are available on the Tyler ISD's website on the Community webpage under Distribution Policy.
8. As an alternative to distribution at school, a requestor may contact Tyler ISD's Office of Records Management at 307 W. Glenwood Blvd.; Tyler, TX 75701, to purchase mailing lists for employees or students.
9. Questions? Contact the Office of Communications, 1319 Earl Campbell Parkway, Tyler, TX 75701. 903-262-1064.

Name: _____ **Company/Organization:** _____

Daytime Telephone #: _____ **Facsimile #:** _____

Describe Activity / Reason for flyer: _____

Method of Communication: _____ **Distribute materials to campuses** _____ **Post / display materials at campuses**
 _____ **Tyler ISD Intranet - Employee Discount**

Intended Audience: **Students** **Teachers** **All Staff** **Other:** _____

Grade Level: **All grade levels** **Specific grade levels:** _____

Campus: **All schools** **All elementary schools** **All middle schools** **All high schools**

Specific school(s): _____

Other information: _____

My signature below certifies that I have read the information concerning distribution of non-school materials and I agree to comply with Tyler ISD's procedures as a condition of approval of my request for distribution.

Signature: _____ **Date Signed:** _____

Office use: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date _____
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